

NATURAL RESOURCES CONSERVATION SERVICE

FY - 2004 WEST VIRGINIA HEPM BUSINESS PLAN

OBJECTIVE: 1: Provide assistance to the State Conservationist in identifying the needs of Hispanic NRCS customers, both internal and external.

GOAL: 1. Develop and maintain contact with other HEPM's, state and local groups to increase awareness of Hispanic culture and heritage.

<u>ACTION ITEM</u>	<u>WHEN</u>	<u>RESPONSIBILITY</u>
1. Act as an advisor to the State Conservationist, the West Virginia Civil Rights Committee, and NRCS employees.	FY2004	C. Shrader
2. Coordinate and promote National Hispanic Heritage Month with other HEPM's and NHQ.	9/15 – 10/15	C. Shrader
3. Increase awareness of Hispanic culture through articles and reports distributed through email and other appropriate forums.	FY2004	C. Shrader
4. Assist NRCS employees with Hispanic employment outreach efforts.	FY2004	C. Shrader

GOAL 2: Maintain membership and contact with various Hispanic organizations at the national and regional levels and coordinate those activities in WV.

<u>ACTION ITEM</u>	<u>WHEN</u>	<u>RESPONSIBILITY</u>
1. Represent WV in the National Organization of Professional NRCS Employees (NOPHNRCE) and maintain contact with this organization at the national level.	FY2004	C. Shrader
2. Represent WV in Hispanic Association of Colleges and Universities (HACU) and maintain contact with this organization at the national level.	FY2004	C. Shrader
3. Attend HACU and NOPHNRCE annual national meetings and distribute that information in WV.	June	C. Shrader

Goal 3: Actively recruit and promote employment of qualified Hispanic persons for NRCS in West Virginia.

<u>ACTION ITEM</u>	<u>WHEN</u>	<u>RESPONSIBILITY</u>
1. Coordinate with personnel to identify positions that may be filled by a Hispanic applicant.	FY2004	C.Shrader
2. Attend various job fair presentations at West Virginia University to recruit potential Hispanics entering the work-force, either in a part-time or full-time position.	May	C.Shrader
3. Attend various job fair presentations at Marshall University to recruit potential Hispanics entering the work-force, either in a part-time or full-time position.	FY2004	C.Shrader